



Public Works Director/Town Engineer

The Public Works Director/Town Engineer position will oversee and direct the operations of the Public Works Department including developing, maintaining and improving the Town's public infrastructure through compliance with adopted codes and regulations, and will manage and direct all the Town's current and long-range public works projects.

Qualifications

Reporting directly to the Town Manager, the Public Works Director/Town Engineer will possess a minimum of six (6) years of increasingly responsible civil engineering experience in municipal or county government, and at least three (3) years in a supervisory capacity. This includes applying engineering principles and practices to the field of municipal public works, planning and development, design and construction, operation and maintenance, technical, legal, financial, and public relations skills to oversee operating and capital improvement programs. This position requires a truly outstanding person, who aspires to excellence in customer service, is a committed team player, and has a strong background in public works and engineering.

A Bachelor of Science Degree in Civil Engineering from an accredited college or university is required, though a Master's Degree is preferred. Candidates must possess a State of California Registration as a Professional Civil Engineer with the ability to certify survey documents. California Registration as a Land Surveyor is also desirable.

Knowledge of:

- Principles, practices and trends in public works administration
- Principles and practices of civil engineering, construction management and administration
- Design construction and operation of public works facilities
- Federal, State, local laws, codes, and regulations impacting public works
- Caltrans policies and procedures
- Contract law and principles of contract administration
- Methods, material and techniques employed in public works construction, engineering, and traffic engineering

Ability to:

- Plan, organize and direct the services and activities of the Public Works Department including operations, maintenance and capital improvement projects
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.

- Read, interpret, and apply a wide variety of technical information from plans, specifications, drawings, blueprints, schematics, estimates, and reports relating to proposed public works projects.
- Interpret and apply Federal, State and local laws.
- Oversee the issuance of encroachment permits.
- Develop and implement the capital improvement program and budget.
- Review development proposals related to Municipal Code and Town standards.
- Plan, direct and review traffic and drainage engineering activities.
- Manage, supervise, and direct the operation of Public Works department staff.
- Prepare and present reports, correspondence, and analysis clearly in writing and verbally for the Town Council, the Town Manager, and in communications with customers and residents.
- Provide grant management for public works projects, including application, process, project monitoring, budget control, and financial reporting.
- Serve on boards and committees representing the Town on matters affecting the Town; coordinate with Public Works Directors in other cities on matters of joint concern.
- Work collaboratively cross-departmentally and with other community members and organizations.
- Communicate effectively, verbally and in writing.
- Maintain a flexible, cooperative customer service attitude.